

Burrillville Extended Care (BEC)

Board of Directors

Minutes

December 4, 2006

1.) Called to Order and Attendance/Review Agenda:

Meeting called to order by Amy Shangraw Ricci-Chair at 6:35p.m.

Members Present-Amy Shangraw-Ricci, David Brunetti, Juliette Lopez-Recinos, and Dr. Van Dyke.

Members Absent- Mary Kamozy

Members Excused- Jaqueline Zahn

Others Present: Parks & Recreation Director Cheri Hall and BEC Site Coordinators/Directors Kelly Cournoyer and Lisa Nault.

2.) Acceptance of the Minutes from March 6, 2006:

Motion to accept the minutes as submitted was made by Juliette Lopez-Recinos and seconded by David Brunetti. Motion passed.

3.) Comments/Good and Welfare:

Cheri Hall reported that a concern was brought to her attention that the Superintendent is looking at the Steere Farm Elementary BEC site as a possible new location for extra rooms needed to expand the A.T. Levy School. Cheri Hall will make an appointment with the

Superintendent to review that the Department of Education had originally stated the BEC rooms were not suitable for classrooms.

4.) Auditor's Report, May 2006: Review and discussion-

The Auditors report was shared with the BEC Board of Directors.

A motion by David Brunetti was made per the Audit recommendation that cash/money order/direct payment be required from any families whose checks bounce twice. Seconded by Amy Shangraw-Ricci. A discount on registration fee could be offered if direct payment sign up is made. Motion passed.

A motion by David Brunetti to accept the Auditor's Report showing over \$5,000 net income to be forwarded as part of the annual report to the Town Council. Seconded by Juliette Lopez-Recinos. Motion passed.

5.) 2006 Budget Review, Proposed and Actual, P & L review:

a. Purchases: Discussion of process for handling unexpected purchases-

A memo regarding a meeting held with the Town Manager, Town Finance Director and the Parks and Recreation Director regarding the procedure for BEC to follow the same procedures for purchases as

the other town departments including bidding when necessary and approval for any over budget items. A compliment was given to the BEC Board of Directors for their good job.

b. Capital Equipment:

The recommendation as part of the capital improvement budget was for the BEC program to purchase playground equipment for near the Spring Lake Recreation Hall and new kitchen equipment is needed at the Steere Farm Elementary BEC site. New outdoor signage for each site and updated computer equipment to allow for networking is also needed.

BEC is running under budget by \$30,000 for a profit of \$35,000 due to the program running under staff without a full time director. The two site coordinators have been serving in the director capacity which allowed for a larger profit since there isn't a salary being paid for the director position. Consequently, a new laptop and projector were purchased for such training as at the recent New England Recreation and Rhode Recreation training sessions. The equipment will also be utilized for onsite training for the BEC staff.

A motion was made by Amy Shangraw-Ricci to approve the proposed CIP Budget requests for 2007/2008. Seconded by Juliette Lopez-Recinos. Motion passed.

6.) 2007-2008 Budget Proposal Review and Acceptance:

The Director stated the tuition for the 2007/2008 budget would stay the same as the prior budget.

7.) Review vacant Board Positions and Election Status:

The parents of the BEC program have been notified that there is a vacancy on the BEC Board of Directors. Amy Shangraw-Ricci nominated Juliette Lopez-Recinos as Vice President of the BEC Board of Directors. Juliette Lopez-Recinos nominated Amy Shangraw-Ricci as President of the BEC Board of Directors. Juliette Lopez-Recinos nominated Carol Conway as Secretary to the BEC Board of Directors.

Elections will be an agenda item for the next BEC Board of Directors meeting.

8.) Annual Report, Status and Review:

The Director stated the Site Coordinators put together the annual report. The report was reviewed by the BEC Board of Directors. This information will be included with the new budget request to the Town Council.

9.) Status Report of Middle School Program, Callahan Program,

Steere Farm Program and Summer Program:

The Site Coordinators reviewed the daily statistics of the program at each site including attendance and program activities. The program is running smoothly with no school or parent complaints.

10.) Request to subsidize Town trash barrels:

The Superintendent of Public Works has asked for support for the purchase of new trash barrels needed at the local town parks.

A motion was made by Amy Shangraw-Ricci for BEC to make a contribution to the community through the Department of Public Works and the Department of Parks & Recreation for the purchase in the amount of \$2,000 to \$4,000 for 12 trash barrels that would show “Compliments of the BEC program”. Seconded by David Brunetti. Motion passed.

11.) Open Discussion:

A liaison from the Town Council to the BEC program will be designated by the Town Council.

12.) Adjournment:

A motion was made by Juliette Lopez-Recinos to adjourn at 7:15 p.m.

Seconded by David Brunetti. Motion passed.

Next Meeting- Monday, March 5, 2007 at 6:30 p.m.

BEC Board of Directors then held an Executive Session.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department